



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 5400.47
DNS
9 Jun 2016

OPNAV INSTRUCTION 5400.47

From: Chief of Naval Operations

Subj: SELECTION OF THE COMMANDING OFFICER, U.S. NAVY BAND,
WASHINGTON, DC

Ref: (a) 10 U.S.C.

Encl: (1) Sample Letter Application for Commanding Officer,
U.S. Navy Band, Washington, DC
(2) Sample Forwarding Endorsement for Commanding Officer,
U.S. Navy Band, Washington, DC

1. Purpose. To issue guidance on eligibility requirements and procedures for selecting the Commanding Officer, U.S. Navy Band, Washington, D.C.

2. Scope. This instruction applies to all component organizations of the Department of the Navy associated with nominating, screening, selecting, and assigning bandmasters (designator 6430) to this Presidential-support billet.

3. Tour length. The Commanding Officer, U.S. Navy Band, is assigned a 4-year tour of shore duty with the possibility of two 1-year extensions.

4. Eligibility Requirements. The position of Commanding Officer, U.S. Navy Band, is the Navy's senior bandmaster billet (O-6). The officer who, at the time of vacancy, is the most suitable and most qualified in all respects will be selected to fill this position. Applicants must meet the requirements listed in subparagraphs 4a through 4d.

a. Must be a lieutenant commander or above serving on active duty as a limited duty officer (LDO) bandmaster (designator 6430).

b. Must meet current Navy physical fitness and body fat standards.

c. Must have demonstrated the highest levels of technical skill, knowledge, and ability in musical conducting, instrumental performance, and academic instruction, and the highest levels of leadership and management required to serve in command ashore billets.

d. No known prior or pending actions which would prohibit the applicant from completing background screening requirements and issuance of the appropriate-level required security clearance (Presidential-support clearance).

5. Application Procedures. Approximately 6 months prior to the anticipated vacancy of the Commanding Officer, U.S. Navy Band, the current Commanding Officer, U.S. Navy Band, will identify and notify eligible candidates. All eligible candidates must submit an application package, following enclosure (1), to Director, Navy Staff. Application packages must contain the items listed in subparagraphs 5a through 5g.

a. Current full-length black and white or color service record photo (service khaki).

b. Chronological list of officer billets held.

c. Educational background information and documentation.

d. Listing of personal awards with applicable dates.

e. Program copies from concerts conducted.

f. Any additional information the candidate believes should be considered.

g. Operational commander's forwarding endorsement as shown in enclosure (2), addressing each of the listed eligibility requirements.

6. Selection Procedures

a. The Commanding Officer, U.S. Navy Band, is determined by a nominative process without the requirements of a formal selection board. The Secretary of the Navy may designate the Commanding Officer, U.S. Navy Band, from among qualified members of the 6430 LDO bandmaster community.

b. Candidates must forward applications to Navy Personnel Command for Career Management (PERS-4), who must prepare standard nomination packages and forward to Chief of Information (CHINFO). CHINFO must identify a recommended nominee and forward the name, along with all other applications, to Director, Navy Staff for Chief of Naval Operations (CNO) selection. Commanding Officer, U.S. Navy Band, will serve as coordination for Director, Navy Staff on technical matters relating to the required qualifications.

c. Upon CNO selection, Director, Navy Staff will personally notify all candidates of the results.

7. Promotion to Captain (O-6)

a. Once a candidate is identified, a nomination package will be prepared and forwarded via:

(1) Judge Advocate General of the Navy for legal review;

(2) Secretary of the Navy; and

(3) Secretary of Defense for recommendation and approval prior to submission to the President for appointment and to the Senate for confirmation.

b. Once appointed by the President, by and with the advice and consent of the Senate, Commanding Officer, U.S. Navy Band, will be promoted to the grade of captain per section 6221 of reference (a).

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



R. L. THOMAS

Director, Navy Staff

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SAMPLE LETTER APPLICATION FOR
COMMANDING OFFICER, U.S. NAVY BAND,
WASHINGTON, DC

Date

From: (Applicant)
To: Director, Navy Staff

Subj: APPLICATION FOR COMMANDING OFFICER, U.S. NAVY BAND,
WASHINGTON, DC

Ref: (a) OPNAVINST 5400.47

Encl: (1) Current full-length photo
(2) Chronological list of officer billets held
(3) Educational background information and documentation
(4) Listing of personal awards with applicable dates
(5) Program copies from concerts conducted

1. I am requesting consideration for selection as Commanding Officer, U.S. Navy Band, Washington, DC. I certify that I currently meet all requirements of reference (a).

2. Per reference (a), enclosures (1) through (5) are provided.

(APPLICANT SIGNATURE)

Enclosure (1)

OPNAVINST 5400.47
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SAMPLE FORWARDING ENDORSEMENT FOR
COMMANDING OFFICER, U.S. NAVY BAND,
WASHINGTON, DC

1301
Code/Ser
Date

FIRST ENDORSEMENT on LCDR John C. Doe, USN, ltr of (date)

From: (Operational Commander)
To: Director, Navy Staff

Subj: APPLICATION FOR COMMANDING OFFICER, U.S. NAVY BAND,
WASHINGTON, DC

Ref: (a) OPNAVINST 5400.47

1. Forwarded, recommending approval.
2. (Comment on each of the eligibility requirements listed in reference (a), paragraph 4.)

(OPERATIONAL COMMANDER
SIGNATURE)

Enclosure (2)